

#### Republic of the Philippines

## Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

October 1, 2020

**DIVISION MEMORANDUM** s. 2020

RECONSTITUTING THE COMPOSITION OF THE SCHOOLS DIVISION OFFICE OF ABRA TAN-OK (TANGIBLE AWARDS NOTABLE FOR OUTSTANDING KEY RRESULT) PRAISE (PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE) COMMITTEE

To:

CID Chief

SGOD Chief

**Education Program Supervisors** Public Schools District Supervisors

Public Secondary and Elementary School Heads

Public Elementary and Secondary Teaching and Non-Teaching Personnel

Division Office Personnel

Pursuant to DepEd Order No. 9, s. 2002 - Establishing the Program on Awards and Incentive for Service Excellence, the composition of the Division PRAISE Committee effective immediately is as follows:

Chairperson

SORAYA T. FACULO

Assistant Schools Division Superintendent

Members

LEMUEL B. DICKSON

CES - School Governance and Operations Division (SGOD)

Outstanding LE

HEDWIG M. BELMES

CES - Curriculum Implementation Division (CID)

RONILO P. GARCIA

Education Program Supervisor-SGOD

**HENRIETA A. BRINGAS** 

Education Program Supervisor

RONALD T. MARQUEZ

Education Program Supervisor

ANALYN F. ATMOSFERA

Public Schools District Supervisor

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Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

Members

MARY ANN GRACE B. AGOOT

Public Schools District Supervisor

**EDEN T. ADRIATICO** 

Senior Education Program Specialist (HRD)

JAN NOWEL E. PEÑA

Senior Education Program Specialist (SocMob)

LORNA B. LLANEZA

Senior Education Program Specialist (SMME)

JAERIEL R. BERSAMINA

Senior Education Program Specialist (Planning and Research)

JANET B. PASCUA

Administrative Officer V

MELDIE M. DAMIAN

Planning Officer III (2<sup>nd</sup> Level Representative)

HERMAN M. BARCENA

Principal I, NAPPSHI President

MAY B. ARCONADO

Principal I, PESPA President

MARIA ANGELINA G. CRISPIN

Master Teacher I/ASSTA President

Secretariat

DEO M. RAMOS

Education Program Specialist II (HRD)

RIZA E. PERALTA

Librarian II

JAM RALLY B. BALLESTA

Administrative Assistant III

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Address:

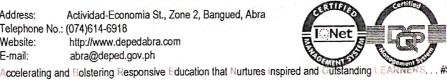
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The Division TAN-OK PRAISE Committee aims to encourage, recognize and reward employees, individually or in groups, for their suggestions, innovative ideas, interventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts contributing to efficiency, economy and improvement in the government operations which lad to organizational productivity.

The Division TAN-OK Praise committee shall perform the following tasks:

- 3.1 Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct:
- 3.2 Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;

3.3 Determine the forms of awards and incentive to be granted;

3.4 Monitor the implementation of approved suggestions and ideas through feedback and reports;

3.5 Prepare plans, identify resources and propose budget for the system on an annual basis;

3.6 Develop, produce, distribute a system policy manual and orient the employees on the same;

- 3.7 Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
- 3.8 Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency; and
- 3.10 Address issues relative TO AWARDS AND INCENTIVES WITHIN FIFTEEN (15) days from the date of submission.

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3. Be guided accordingly. For widest dissemination.

A B. BUYA-AO Schools(Division Superintendent

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